

Administrative and General Services Requirements for Area Agencies on Aging and Providers of  
Non-Medicaid Home and Community Based Services

**Section 100                      Administrative Guidelines and Requirements for  
Area Agencies on Aging**

Chapters in this section will be developed to incorporate previous policy issuances and develop additional guidance on:

Overview of the Aging Network  
General Administrative Principles (PI 127)  
Basic Functions to be Performed at the Area Agency Level (PI 127)  
Procurement Requirements and Requests for Qualifications and Proposals (PI 129)  
Minimum Percents for Priority Services and Maintenance of Effort Requirements (PI 128)  
Uniform Cost Methodology  
Statewide System of Access to Aging Program Services (PI 142)  
Program Evaluation

Appendices

Manual content is not limited to the above chapters and will be developed, reviewed and revised on an ongoing basis.

**Section 200      General Service Requirements**

Chapters will include, but not be limited to:

§202              Definitions  
§204              General Service Requirements  
§206              Senior Center Requirements  
§208              In-Home Services

Appendices

**Section 300      Individual Service Requirements**

Chapters will include, but not be limited to:

§302              Adult Day Care/Day Health Services  
§304              Nutrition Services  
§306              Homemaker Services  
§308              Personal Care Services  
§310              Respite Care Services  
§312              Chore Services  
§314              Home Modification and Repair Services

Appendices

**Section 400      Reserved for Specialized Services (Elder Rights, HICARE, etc.)**

Format:	Top Margin: .500"	Title Page Banners:	Arial 12 point Bold
	Bottom Margin: .300"	Headers:	Arial 10 point Bold
	Left Side: 1.00"	Text Font:	Arial 10 point
	Right Side: .750 "	Footnotes:	Times Roman 9 point
	Gutter: .250"		
		MSWord 97	
	Mirror Margins ✓		